

# ADMINISTRATIVE CALENDAR

## 2003 - 2004

Updated ... 8/28/03

### JULY -- 2003

<u>DUE DATE</u>	<u>FORM / ITEM NUMBER</u>	<u>DESCRIPTION</u>
		01. Center/Region Applied Technology Annual Report to be on file with the Learning Systems Team, Workforce Education by July 15.
		02. Cooperative Agreements for Centers/Regions due by August 1
		03. Reports due on a Saturday or Sunday must be received by the following Monday.
July 01	EF-M-46	Summary of Approved General Fund Budget & Report of School Appropriations
July 04	***	INDEPENDENCE DAY - Legal Holiday
July 14	EF-X-176	Cost of Operating Adult Basic Education Programs
July 14	EF-X-177	Adult Basic Education (Annual Performance Report)
July 15	EF-B-56A	Administrative Leased Space Application
July 15	EF-M-35	Report of Public/Selected Private School System
July 15	EF-M-39A	Report of Adult Education for Subsidy Purposes – January thru June)
July 15	EF-M-44	Post Secondary Enrollment Options Act Annual Summary Report
July 15	EF-T-18	Annual School Bus Inventory
July 15	EF-T-19	Survey of Privately Owned Buses Used for School Purposes
July 15	EF-T-21	Pupil Transportation Safety Program Report
July 15	EF-U-415	Federal Programs Cash Management Report
July 18	---	Teacher of the Year Finalists Portfolios Due
July 31	EF-M-45	Financial Report of Public Schools
July 31	EF-M-45V	Financial Report of Applied Technology Regions
July 31	EF-S-02	Special Education Program Report
July 31	EF-S-07	Request for Subsidy Allocation of Tuition & Board for Students with Disabilities
July 31	EF-S-09D	Annual Financial Report of Federal Program Expenditures –IDEA - Targeted Needs
July 31	EF-S-09E	Annual Financial Report of Federal Program Expenditures –IDEA - Local Enrollment

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### AUGUST -- 2003

<u>DUE DATE</u>	<u>FORM / ITEM NUMBER</u>	<u>DESCRIPTION</u>
		01. School bus inspection DUE during this month per Title 29-A, section 2307.
		02. Submit drinking water samples if not on public water supply.
		03. Bus drivers must pass the annual physical examinations prior to operating a school bus. (SB-2-76).
		04. The next cycle for Major Capital Improvement Construction Applications will be DUE in August of 2003.
August 01	---	Annual Project Progress Report - Carl Perkins
August 01	EF-M-46V	Applied Technology Regions Summary of Approved Budget & Report of Assessments
August 01	EF-U-430	NCLB Consolidated Application
August 01	EF-V-125	Carl D. Perkins Year-end Financial Report
August 01	On-line	Vocational Student Information (EF-V-116)
August 01 (or 30 days after end of project)	EF-U-433	NCLB Performance Report
August 09	EF-I-291	Annual School Approval Update -- Public (Include a copy of the 2002-03 school calendar)
August 09	EF-I-32b	Basic School Approval Annual Update -- Private (Include a copy of the 2002-03 school calendar)
August 13	---	Policy Statement--Free & Reduced Priced Meals
August 14	On-line	Application for Child Nutrition Services
August 15	EF-S-08	Local Entitlement Application -- Special Education
August 15	EF-S-10	Year-End Report of Special Purpose Private Schools (CARES)
August 20	On-line	Secondary Vocational Program Data Fact Sheet (EF-V-121[Web-based form])
August 31	---	Application for Approval of Nontraditional Limited Purpose School (Renewal)

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### SEPTEMBER -- 2003

<u>DUE DATE</u>	<u>FORM / ITEM NUMBER</u>	<u>DESCRIPTION</u>
	01.	Start budget preparations.
	02.	Check teacher certifications including conditional certificates.
	03.	Check school nurse license and certification.
	04.	Check all Education Technician levels I / II / III and Substitute authorizations.
	05.	Check all Approval Cards
	06.	Make arrangements for vision, hearing, and spinal screening examinations.
	07.	Check Maine State Retirement System deductions.
	08.	Check school enterers for compliance with immunization laws (K-12) upon enrollment.
	09.	State Agency Client Admission/Discharge Notice (EF-S-04A/EF-S-04B) DUE in September--update as required.
	10.	LABOR DAY - The First Monday in September
	11.	DEAF CULTURE WEEK - Last full week in September
September 01	EF-M-42	Reimbursement to Municipalities for Private School Services
September 13	EF-X-132	Year-End Report: Request for Subsidy (Attach Adult Education Course Summary Report)
September 13	EF-X-174	Adult Education Course Summary Report
September 15	EF-M-15	Staff Information Form
September 15	EF-M-240	Year-End Report of Private Schools
September 23	EF-B-56T	Application for Temporary Interim Instructional Space
September 30	EF-S-202	Gifted & Talented Five-Year Phase-In Plan Annual Update
September 30	EF-S-206	Application for Gifted & Talented Educational Program Approval and Approval of Program Cost for State Subsidy

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### OCTOBER -- 2003

<u>DUE DATE</u>	<u>FORM / ITEM NUMBER</u>	<u>DESCRIPTION</u>
	01.	COLUMBUS DAY the 2nd Monday in October - Observed Holiday
	02.	Send name of district Affirmative Action Officer to DOE Affirmative Action Office
	03.	MAINE BUSINESS WOMEN'S WEEK - 3rd full week in October
October 01	EF-I-25	Habitual Truant Report
October 01	SNP-30	Food Service Equipment Assistance Contract
October 01	SNP-32	Food Service Equipment Assistance Claim
October 1	EF-I-277	Final Budget Expenditure/Carry Over Report (Title III - TLFC Grant)
October 15	***	POETRY DAY
October 15	EF-I-290	Modern and Classical Language Program Enrollment
October 15	EF-M-11	October 1st Resident Enrollment Report (Public)
October 15	EF-M-11E	Reimbursement for Students Enrolled in Equivalent Instruction Programs
October 15	EF-M-13	October 1st Resident Enrollment Report (Private)
October 15	EF-M-241	Geographic Isolation Status Application
October 15	EF-M-35A	Report of Public/Selected Private School Systems -- Part II
October 15	EF-M-40	Fall School Statistical Report
October 15	EF-S-03	Request for Special Education Contract Approval (Last day for initial submission)
October 15	EF-U-415	Federal Programs Cash Management Report
October 15	EUT-41B	Unorganized Territory October 1st Enrollment Form
October 30	EF-I-277	Final Budget Expenditure/Carry Over Report (Per Pupil Professional Development Fund Allocation)

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### NOVEMBER -- 2003

<u>DUE DATE</u>	<u>FORM / ITEM NUMBER</u>	<u>DESCRIPTION</u>
	01.	AMERICAN EDUCATION WEEK - Always the week before Thanksgiving.
November 02	***	JOHN F. KENNEDY DAY - Observe in school
November 11	***	VETERAN'S DAY - Observed Holiday
November 25	EF-T-17	Request for Approval for School Bus Purchases or Lease Purchases is due in order to receive DOE approval by December 30.
November 28-29	***	THANKSGIVING RECESS

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### DECEMBER -- 2003

<u>DUE DATE</u>	<u>FORM / ITEM NUMBER</u>	<u>DESCRIPTION</u>
	01.	Joint School Committees and Boards of School Directors shall meet in December of the year preceding the expiration of the superintendent's contract and complete and return Form EF-A-605 (Certificate of Employment) including a copy of the contract and minutes of the meeting, to the Deputy Commissioner's office. All Superintendents are required to do this, regardless of multi-year contract. Upon approval by the Commissioner, the original will be retained within the Department of Education and copies returned to the superintendent's office. NOTE: A signed copy should be provided to each Town Treasurer in a school union.
	02.	ALCOHOL AWARENESS DAY - 1st Monday in December
	03.	"Initial audit report" due by December 1st. This report should include: (1) written determination of whether or not proper budgetary controls are in place, (2) written determination of whether or not the annual financial report (EF-M-45) submitted to the department is correct, including submission of an audited reconciliation of the annual financial report prepared and certified by the auditor, and (3) written determination as to whether the school administrative unit has complied with applicable provisions of the School Finance Act of 1985 and the School Finance Act of 1995. Resulting corrections to the "Annual Financial Report of Public Schools" (EF-M-45) report due by December 31st.
December 14	***	MARGARET CHASE SMITH DAY - Observe in school
December 15	---	Assessment of Immunization Status of School Age Children report is due at the Dept. of Human Services.
December 20	EF-I-283	Survey of Language Minority Children
December 20	EF-N-90	Verification Report (Child Nutrition Services)
December 21	***	CHESTER GREENWOOD DAY - Observe in school
December 25	***	CHRISTMAS DAY - Legal Holiday
December 31	EF-S-05	Report of Services to Students with Disabilities Parts I & II (Web-based form)

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### JANUARY -- 2004

<u>DUE DATE</u>	<u>FORM / ITEM NUMBER</u>	<u>DESCRIPTION</u>
	01.	MARTIN LUTHER KING, JR. DAY - the 3rd Monday in January - Legal Holiday
January 01	***	NEW YEARS DAY
January 15	---	Project Progress Report – Carl Perkins
January 15	EF-M-39B	Report of Adult Education for Subsidy Purposes - July thru December
January 15	EF-U-415	Federal Programs Cash Management Report
January 31	---	Year 2003 Teacher of the Year Nominations Due
January 31	EF-U-428	Request for Reallocated Title I Funds

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### FEBRUARY -- 2004

<u>DUE DATE</u>	<u>FORM / ITEM NUMBER</u>	<u>DESCRIPTION</u>
	01.	School bus inspection Due during this month per Title 29-A, section 2307.
	02.	All budget meetings must be held on or before June 30 except when the level of state subsidy for the next school year is not finalized by the State Legislature before June 1 (20-A Sec 15617 s-sec 2C).
	03.	WASHINGTON'S BIRTHDAY - the 3rd Monday in February -- Observed Holiday
February	---	NATIONAL BLACK HISTORY MONTH
February	---	AMERICAN HISTORY MONTH
February 01	---	On-site Review of Nutrition Program



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### MARCH -- 2004

<u>DUE DATE</u>	<u>FORM / ITEM NUMBER</u>	<u>DESCRIPTION</u>
	01.	NATIONAL WOMEN'S HISTORY WEEK – Week that includes March 8
	02.	MAINE CULTURE HERITAGE WEEK - Week that includes March 15.
March 02-08	***	NATIONAL FOREIGN LANGUAGE WEEK - Observe in school
March 05	---	Comprehensive School Reform Demonstration Program (CSRD)
March 15	***	STATEHOOD DAY - Observe in school
March 20	EF-V-105	Report of Secondary (Vocational) School Pupils (Indian Education)
March 20	EF-V-106	Report of Secondary (Vocational) School Pupils (Unorganized Territories)
March 28	***	EDMUND S. MUSKIE DAY - Observe in school
March 30	On-line	Application for Summer Food Service Program Due

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### APRIL -- 2004

<u>DUE DATE</u>	<u>FORM / ITEM NUMBER</u>	<u>DESCRIPTION</u>
	01.	PATRIOT'S DAY - the 3rd Monday in April -- Legal Holiday
April 15	EF-M-12	April 1st Resident Enrollment Report (Public)
April 15	EF-M-12E	Reimbursement for Students Enrolled in Equivalent Instruction Programs
April 15	EF-M-14	April 1st Resident Enrollment Report (Private Schools)
April 15	EF-U-415	Federal Programs Cash Management Report
April 28	EF-S-214	Out-of-District Placement Cost Reimbursement Form

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### MAY -- 2004

<u>DUE DATE</u>	<u>FORM / ITEM NUMBER</u>	<u>DESCRIPTION</u>
		01. Prepare to complete summary of approved budget and report of appropriations. (DUE July 1)
		02. ARBOR WEEK - 3rd full week in May -- Observe in school
		03. MEMORIAL DAY - last Monday in May -- Legal Holiday
May 10	BVE-507	Apportionment of the Approved Vocational Region Budget
May 24	EF-U-418	Title 1 Even Start Continuation Grant Application
May 24	EF-U-419	Title 1 Even Start New Grant Application

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### JUNE -- 2004

<u>DUE DATE</u>	<u>FORM / ITEM NUMBER</u>	<u>DESCRIPTION</u>
	01.	SAMANTHA SMITH DAY - Always first Monday in June -- Observe in School
June 01	EF-N-72	Application for Food Service Equipment
June 01	EF-N-77	Supplement to Application for Food Service Equipment
June 01	EF-U-437	Class Size Reduction Program
June 15	---	File updated Affirmative Action Plan with DOE Affirmative Action Office.
June 18	EF-X-178	Adult Basic Education Program Approval
June 30	EF-I-288	School Health Services Report (Submit to State DOE)

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### ADDITIONAL FORMS REQUIRED -- 2003-2004

<u>DUE DATE</u>	<u>FORM / ITEM NUMBER</u>	<u>DESCRIPTION</u>
08th of each Month	On-line	Claim for Reimbursement of Child Nutrition Services
15th of each Month	On-line	Food Distribution Offer Acceptance Form
18th of each Month	On-line	Food Distribution Extras Form
Annually	---	Audit reports of public school expenditures & revenues July 1 - June 30 fiscal year shall be filed with the Commissioner within 9 months after the end of the audit period.
Annually	EF-A-605	Certificate for the Employment of Superintendent
As Required	---	Notice for Letter of Intent—non-approved private schools
As Required	---	Project Adjustment Form
As Required	EF-B-55	Final Financial Report - School Construction
As Required	EF-B-56C	Lease Space Conversion Application
As Required	EF-C-300	Application for Certification, Authorization and Approval
As Required	EF-C-302	Conditional Affidavit (Pink)
As Required	EF-C-310	Transitional Endorsement Affidavit (Green)
As Required	EF-C-311	Time Line/Proposal for the Transitional Endorsement
As Required	EF-C-315	Targeted Need Affidavit (Blue)
As Required	EF-I-233	Notice of Equivalent Instruction Program through Home Instruction
As Required	EF-M-210	Request for Approval for Placement and Room. & Board Costs for School Pupils from Remote Administrative Units
As Required	EF-S-01	Request for Tuition Placement of Students with Disabilities
As Required	EF-S-03	Report of Special Education Contract Approval
As Required	EF-S-04A	State Agency Clients Admission/Discharge Notice
As Required	EF-S-04B	Monthly State Agency Clients Billing (due first Friday of following month)
As Required	EF-T-20	School Bus Purchase Report (for all purchases and lease purchases) due within 30 days of purchase or no later than June 30 of the fiscal year in which the purchase is made, whichever comes first.
As Required	EF-V-128	Budget Adjustment Form
As Required	EF-X-175	Adult Diploma Program Plan
Prior to Approval	---	Application for Approval of Nontraditional Limited Purpose Private Schools (Initial Approval)
Prior to Approval	---	Application Form for Basic School Approval (Special Purpose Private Schools)
Prior to Approval	EF-I-30b	Initial Application for Basic School Approval (Private Elementary)
Prior to Approval	EF-I-30c	Initial Application for Basic School Approval (Private Secondary)

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### ADDITIONAL FORMS REQUIRED -- 2003-2004

<u>DUE DATE</u>	<u>FORM / ITEM NUMBER</u>	<u>DESCRIPTION</u>
Prior to Participation	EF-T-23	Letter of Intent to participate in the Maine School Bus Purchasing Program

#### CODING USED ON REPORTING FORMS

All required forms have been assigned form numbers using the following format, which indicates team responsibility

EF - A	Leadership Team, Office of the Commissioner	207-624-6620
EF - B	Support Systems Team, Finance	207-624-6860
EF - C	Support Systems Team, Certification	207-624-6603
EF - I	Learning Systems Team, Learning Results	207-624-6600
EF - M	Management Information Systems Team	207-624-6790
EF - N or D & SNP	Support Systems Team, Child Nutrition Services	207-624-6843
EF - O	Education in Unorganized Territory	207-624-6892
EF - S	Learning Systems Team, Special Services	207-624-6650
EF - T	Support Systems Team, Transportation	207-624-6840
EF - U	Federal Programs	207-624-6600
EF - V & BE	Learning Systems Team, Workforce Education	207-624-6730
EF - X	Learning Systems Team, Adult Education	207-624-6752
ED4019	Federal Aid Form - Washington D.C.	207-260-3858

*The Maine Department of Education ensures equal educational opportunities, and affirmative action regardless of race, sex, color, national origin, religion, marital status, age or handicap.*

July 2003